

ASSISTANT ZOO MANAGER**Class Definition**

Under direction, assists in the management of the City Zoo which includes primary responsibility for animal care, zoo administration and operations, and the maintenance of exhibits, grounds, and buildings.

Distinguishing Characteristics

Assistant Zoo Manager, a single position class, is responsible for managing the day-to-day administration, operations, and maintenance of the zoo and the animal collection. The incumbent exercises considerable judgement and discretion in the performance of assigned duties. This class is distinguished from the higher level of Zoo Manager in that the incumbent of the latter is responsible for long range planning, achievement of zoo goals, and performs professional veterinary work. Assistant Zoo Manager is distinguished from the class of Zoo Supervisor in that the incumbent of the latter is a first-line supervisor and has operational responsibility for the zoo on weekends and during the absence of the Zoo Manager and Assistant Zoo Manager.

Typical Tasks

(The incumbent may not be assigned all duties listed, nor do the examples cover, all duties which may be assigned.)

Manages and supervises the day-to-day administration, operations, and maintenance of the zoo.

Responsible for development and evaluation of employee training and safety programs. Assists with the selection of animals and planning of exhibits.

Responsible for the requisition and disposal of animals, breeding loans, and genetic management.

Inspects exhibits, buildings, and grounds.

Monitors the health and care of zoo animals.

Plans capture, transfer, and movement of animals.

Assists the veterinarian in the treatment of sick and injured animals.

Plans, evaluates, and implements improvements in work procedures and methods.

Prepares and monitors the division budget and approves payroll and purchases of supplies.

Assists the public by answering questions, speaking at public engagements, and representing the zoo for new media.

Monitors and inspects the health, feeding schedule, and sanitary condition of the animals and their areas.

Acts as the division head in the absence of the Zoo Manager.

Keeps records of zoo animals, including birth data, breeding, transfer, and keeps other, administrative records.

Prepares detailed reports.

Performs related duties as required.

Knowledge, Abilities, and Skills

Considerable knowledge of modern principles and practices of supervision and training.

Considerable knowledge of the custodial care and behavioral habits and reproductive management of undomesticated zoo animals.

Considerable knowledge of maintenance of zoo grounds, exhibits, and buildings.

Knowledge of the dietary needs of zoo animals.

Knowledge of the dangers and precautions to be taken in handling potentially dangerous animals.

Ability to plan, coordinate, and supervise the activities of professional employees and others engaged in the care of animals and the maintenance of grounds, exhibits, and buildings.

Ability to detect illness, injury, and other disorders in wildlife, and to assist a veterinarian in their treatment.

Ability to write and speak effectively to varied audiences and to establish and maintain effective working relationships.

Skill in caring for and handling undomesticated and potentially dangerous animals.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in Zoology, Biology, Wildlife Management, or closely related field, and three (3) years of paid supervisory experience in a zoo caring for zoo animals and maintaining zoo exhibits, grounds, and buildings. Additional animal care experience in a zoo may be substituted for the required education on a year-for-year basis.

Necessary Special Requirements

Possession of a valid California Driver's License at time of appointment.

APPROVED: _____
Director of Personnel

DATE: _____

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